

Procedure for Determining Whether the Prior Fiscal Year Is Open or Closed

To determine the number of fiscal years open on the NCAS, access screen 010 of the General Ledger module as follows:

Key 010 in the NEXT FUNCTION field and press ENTER:

GL	ONLINE PROCESSING	001
NEXT FUNCTION: 010	ACTION: _____	
=====		
<=== ENTER SELECTION		
* * * * *		
(1) ACCOUNTING INQUIRY		
(2) ACCOUNTING ENTRY		
(3) MANAGEMENT INQUIRY		
(4) ONLINE UPDATE		
(5) SECURITY MAINTENANCE		

The next screen appears.

GL	COMPANY POLICY INFORMATION	10
TM700	INVALID KEY - RECORD NOT FOUND	
NEXT FUNCTION: 10	ACTION: _____	
=====		
COMPANY:		
CURRENT FISCAL PERIOD:	- OPTIONS -	
CURRENT FISCAL YEAR:		
LAST POSTING DATE:	SEQUENTIAL PROCESS:	
ONLINE POSTING DATE:	AGGREGATES:	
	DAYS LATE ALERT:	
YEARS OF HISTORY RETAINED:	NUMBER PERIODS OPEN:	
DAILY ACTIVITY SEGMENTS:	NUMBER ALLOWED OPEN:	
	PREVIOUS YEAR OPEN:	
- YEAR END CLOSE -	ONLINE UPDATE:	
ACCOUNT:	ONLINE ALERT:	
CNTR:	ONLINE SUMMARY:	

Key any valid company number in the COMPANY field and press ENTER.

GL	COMPANY POLICY INFORMATION	10
TM700 INVALID KEY - RECORD NOT FOUND		
NEXT FUNCTION: 10	ACTION: _____	
=====		
COMPANY: XX01		
CURRENT FISCAL PERIOD:	- OPTIONS -	
CURRENT FISCAL YEAR:		
LAST POSTING DATE:	SEQUENTIAL PROCESS:	
ONLINE POSTING DATE:	AGGREGATES:	
	DAYS LATE ALERT:	
YEARS OF HISTORY RETAINED:	NUMBER PERIODS OPEN:	
DAILY ACTIVITY SEGMENTS:	NUMBER ALLOWED OPEN:	
	PREVIOUS YEAR OPEN:	
- YEAR END CLOSE -	ONLINE UPDATE:	
ACCOUNT:	ONLINE ALERT:	
CNTR:	ONLINE SUMMARY:	

The following screen appears:

GL	COMPANY POLICY INFORMATION	10
TM700 INVALID KEY - RECORD NOT FOUND		
NEXT FUNCTION: 10	ACTION: _____	
=====		
COMPANY: XX01	COMPANY NAME	
CURRENT FISCAL PERIOD:	06 DECEMBER	- OPTIONS -
CURRENT FISCAL YEAR:	2002	
LAST POSTING DATE:	12/18/2001	SEQUENTIAL PROCESS: 0
ONLINE POSTING DATE:	12/18/2001	AGGREGATES: 0
		DAYS LATE ALERT: 30
YEARS OF HISTORY RETAINED: 06		NUMBER PERIODS OPEN: 01
DAILY ACTIVITY SEGMENTS: 0		NUMBER ALLOWED OPEN: 03
		PREVIOUS YEAR OPEN: 1
- YEAR END CLOSE -		ONLINE UPDATE: Y
ACCOUNT: 390000		ONLINE ALERT: Y
CNTR: 9998		ONLINE SUMMARY: Y

If the PREVIOUS YEAR OPEN field is **1**, then the current and the previous fiscal years are **both open**. If the PREVIOUS YEAR OPEN field is **0**, then the previous fiscal year is closed, and the current fiscal year is the only year open on the NCAS.